



City of Tempe

ACCOUNTING SPECIALIST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	531	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$20.981731
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$28.325481
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Financial Services Technician II+
<i>Safety Sensitive/Drug Screen:</i>	No	<i>EEO4 Group:</i>	Paraprofessionals
<i>Physical:</i>	No		

REPORTING RELATIONSHIPS

Receives general supervision from higher level accounting staff, or from other supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of accounting experience in an area appropriate to the assignment of accounts payable or cash management, or directly related to the core functions of this position.
<i>Education:</i>	Equivalent to an Associate's degree with preference towards major coursework in bookkeeping, accounting or business; or degree related to the core functions of this position.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform complex paraprofessional accounting work of a highly skilled nature in the accounts payable or cash management areas within accounting.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

When assigned to Accounts Payable:

- Monitor and resolve difficult accounts, act as a liaison to departments; create/update procedures and perform system testing as needed.
- Administer payments to vendors using the City's financial system to ensure timely and accurate payments; verify payment information submitted by departments; reconcile vendor statements; monitor purchases for compliance with laws and City policies.
- Assist vendors and departments with questions relating to invoices, cash deposits, and other associated items; research and resolve payment and cash deposit discrepancies; communicate effectively, verbally and in writing; perform mathematical calculations.
- Process the weekly check run; review AP invoice batches and Petty Cash reimbursements.
- Review and approve new and revised vendor accounts, including W-9 and withholding information, in accordance with IRS regulations; execute bulk TIN match with the IRS.
- Conduct annual 1099-related tasks; issue 1099's to vendors; remit digital 1099 Report to the IRS; perform vendor maintenance; follow-up with vendors.
- Evaluate and input various General Ledger entries including corrections, allocations and payments; execute assorted month-end duties.
- Analyze returned checks and other unclaimed property; redirect mailings and/or void and reissue checks to get property to the rightful owner; complete annual Escheat to State reporting for Arizona and all other states involved.
- Perform related duties as assigned.

When assigned to Cash Management:

- Assist vendors and departments with questions relating to invoices, cash deposits, and other associated items; research and resolve payment and cash deposit discrepancies; determine root causes of misaligned transaction activity or differences between external processing networks and the City's internal system reports; communicate effectively verbally and in writing; perform mathematical calculations.
- Reconcile the City's Concentration Bank Account with financial system information, account for deposit tickets, direct deposits (credit cards from merchant locations throughout the City, lockbox, CheckFree and SurePay); process credit card chargebacks and NSF notifications by sending communication to designated Department representatives; coordinate with City staff, Business Analysts and bank representatives as needed to resolve reconciling differences.
- Obtain daily transaction detail reports from the bank websites and classify the transactions based on specific reconciling criteria.
- Provide feedback and guidance to City personnel regarding cash and credit card transactions and respond to department inquiries.
- Work with the Information Technology Division, and/or outside agencies, when new systems or upgrades are implemented and assist with integration into the City's existing platforms.
- Prepare and record journal entries, including corrections, adjustments, and month-end related transactions.
- Perform related duties as assigned.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Operates computer, calculators, and copy machine;
- Extensive reading and close vision work;
- May require working extended hours;
- Periodic lifting of boxes containing cash related documentation, typically not to exceed 30 lbs. (Cash Management assignment).

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies		

JOB DESCRIPTION HISTORY

Effective April 2015

Revised April 2021 (job duties updated)